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GSO CAREER SERVICE ACTIVITIES

CLASS. CHANGED TO: TS S C

BDA Memo, 4 Apr 77

16 December 1953 - 15 January 1954

BDA R. 77/1703

Date: 29 MAR 1978 By: 028

29 MAR 1978

1. Promotions processed within General Services Office 11
2. Employees released for transfer to other types of work in other CIA Offices 3
3. Employees requesting Agency approval to engage in non-CIA school courses secured on their own initiative, their own time, and at their own expense. 1
4. Agency employees taken on training and orientation tours of the Printing and Reproduction Plant in Alexandria, Virginia. 2
5. Employees who entered training courses at CIA expense or on CIA time. (See attached list)

6. One employee, [REDACTED], was nominated and accepted for transfer to the Office of Communications for overseas rotation to [REDACTED]. He will fill a machine records support position and will retain a GS Career Designation. His transfer was effective 3 January 1954, and he reported to the Office of Communications for overseas processing on 4 January 1954.

7. A draft of a memorandum to all CIA employees overseas who have been assigned the GS Career Designation was prepared and submitted to the Acting Deputy Director (Administration) for approval on 18 December 1953. Approval of same, with minor revisions, was received 4 January 1954. It is now being sterilized for sending overseas and will be forwarded to the Chief of Administration, DD/P, Attention: [REDACTED] for transmission to the individuals concerned.

8. Files of three overseas employees were reviewed as a result of these employees having been recommended for GS Career Designations. However, upon reviewing their files, it was noted that their experience and present assignments were in Logistics functions. Therefore, they were returned with the recommendation that they be referred to the Logistics Office Career Service Board for consideration. Two of the individuals were military enlisted men, so would not receive CIA career designations; but it was suggested that the Logistics Office should receive information regarding the logistical support positions they were occupying.

9. Requests were forwarded to the Director of Training on 15 January 1954 for approval for [REDACTED] and [REDACTED] GS-2 Photographers, to attend the U. S. Department of Agriculture Graduate School during the period 30 January 1954 - 28 May 1954. The courses they will take are "Fundamentals of Photography I" and "Practice of Photography I".

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GSO CAREER SERVICE ACTIVITIES

16 December 1953 - 15 January 1954 (Continued)

Both of these employees are receiving on-the-job training in the Photography Branch of the Printing and Reproduction Division, and this additional training is an extended course of instruction in line with their present duties. It will also enable them to acquire additional knowledge and skills in photographic work in a shorter period of time than would be required in the Printing and Reproduction Division due to the daily workload which must be processed through the CIA plant.

10. During this period we received information from the Secretary to the DD/A Career Service Board that Artist Illustrators engaged in graphic and creative art work in other than the Office of Research and Reports, DD/I, would be assigned the Career Designation GS-A until a determination is made that another designation is more appropriate. It appears that the majority of these positions exist in ORR at present, except for a few positions scattered elsewhere in the Agency.

11. The Secretary to the DD/A Career Service Board also advised that that Board was in the process of attempting to obtain an overall Agency listing of positions to be earmarked as those of primary interest to the DD/A Offices, for which they would have career planning responsibility. Such a list of GSO positions throughout the Agency is strongly desired, and, in fact, required, to enable the GSO Career Service Board to properly carry out its career planning responsibilities.

12. The Office of Training has requested that GSO participate with them in describing the proposed Agency filing system to three groups of Agency personnel (Training Liaison Officers, Administrative Officers, and some clerical and stenographic personnel) scheduled to meet 19 January, 26 January, and 2 February 1954, to discuss clerical training needs. A member of our Records Services Division will explain the proposed filing procedure at each of these meetings.

13. A list has been compiled of those GSO employees who have been selected to attend the Management Course "A" to be conducted periodically by the Office of Training. Three employees are presently attending the course which began 11 January 1954.


Chairman,
GSO Career Service Board

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GSO PERSONNEL WHO ENTERED VARIOUS TRAINING COURSES
ON CIA TIME OR AT CIA EXPENSE

(16 December 1953 - 15 January 1954)

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<u>Present Title</u>	<u>Present Grade</u>	<u>School</u>	<u>Course</u>	<u>Dates Attended</u>
Microphotographer	GS-4	CIA Office of Training	Typing II	1/11/54 - 1/29/54
Records Analyst	GS-11	"	BIC(SUP) Basic Intel- ligence #7	1/11/54 - 1/29/54
Asst. Chief, Printing & Reproduction Div.	GS-13	"	Management Course "A"	1/11/54 - 1/22/54
Chief, Machine Records Branch	GS-13	"	Management Course "A"	1/11/54 - 1/22/54
Public Bldg. Supt.	GS-11	"	Management Course "A"	1/11/54 - 1/22/54
Sub Project Planner	GS-9	IBM School Washington, D.C.	604 Calculator Wiring	1/6/54 - 1/19/54

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